(Date)

INFORMATION PAPER

SUBJECT: Standard Format for an Information Paper

1.   PURPOSE.   To provide a standard format for submitting Information Papers within the AMEDDC&S staff.

2.   FACTS.

    a.   Margins should be one inch top, bottom, left, and right. Typestyle should be a courier 10-pitch. A 12-pitch courier typestyle may be used only if it will keep the length to one page.

    b.   The date should be flush right one inch from the top edge of the page. Double space and center the words "INFORMATION PAPER." Double space and enter the word "SUBJECT" beginning at the left margin. Double space and enter the word "PURPOSE," and double space between paragraphs thereafter.

    c.   State the purpose concisely and directly in one sentence, if possible. Except where indicated, use memorandum rules.

    d.   Ideally, the Information Paper should be limited to one page. If it is necessary to provide extensive information, identify the data in the Information Paper and enclose the extensive data as tabs. Although Information Papers of two pages will be accepted, the senior staff does not like to look beyond the first page.

    e.   The action officer/preparer name, the office symbol, and the local telephone number are entered one inch from the bottom edge of the page and flush to the right margin.

LTC Andrewville/MCCS-OO/12345

Figure B-5 - Information Paper